	<b>GUAM BEHAVIORAL HEALTH AND WE</b>	LLNESS CENTER				
TITLE: Seclusion a	and Restraint Policy	POLICY NO: AD-07	Page 1 of 5			
RESPONSIBILITY: Center wide						
APPROVED BY: Rym Jy APR 1 6 2018		EFFECTIVE:				
A. 1 110 125 51	DIRECTOR	LAST REVIEWE	D/REVISED:			

#### **PURPOSE:**

To set guidelines to staff on the use of seclusion and or restraint in the event of an emergency or highly disruptive situations requiring this level of intervention.

#### POLICY

- A. Guam Behavioral Health and Wellness Center (GBHWC) strives for a restraint free environment and uses technique, such as mediation, conflict resolution and descalation techniques as preventative measure in response to threatening or violent behavior of consumers (reference: AD-HS-13 Dealing with Disruptive Assaultive Behavior). However, on some occasions when interventions are not successful and there is imminent risk of serious harm, seclusion and or restraint is used to ensure safety.
- B. GBHWC shall ensure that consumers are free from undue seclusion and restraint and shall implement a seclusion and restraint reduction plan (*AD-08 Seclusion and Restraint Plan*) that will minimize its use through effective performance improvement initiatives including staff training and education.
  - 1. The use of seclusion and restraint shall be documented as a critical incident data.
  - 2. Review and use of data in quality improvement to inform practice, and support the reduction of the use of seclusion and restraint.
- C. Seclusion and restraint is used only for intervention in a behavioral emergency, as a last resort after all de-escalation techniques have been exhausted or less restrictive measures have been found to be ineffective. It is not used as coercion, discipline, convenience, or retaliation by personnel in lieu of adequate programming or staffing. It is administered by direct care staff who are trained and certified on Professional Crisis Management (PCM).
  - 1. The use of seclusion and chemical restrain is limited only to the crisis stabilization units/inpatient units.
  - 2. PCM and restraint is utilized in all of GBHWC programs.
- D. All direct care staff shall receive certificate training on Professional Crisis Management (PCM), and be competent on how and when to seclude or restrain a consumer while minimizing risk, assess and monitor for earliest release.
- E. The use of seclusion or restraint must be in accordance with the order of the psychiatrist or other qualified behavioral health practitioner who is responsible for the care of the consumer and authorized to order restraint or seclusion in accordance with §82101 Article 1 & §82609 Article 6, Chapter 82, 10 GCA and (Medicare and Medicaid Programs: Hospital Conditions of Participation: Patients' Rights (42 CFR 482.13), published in the December 8, 2006, Federal Register (Volume 71, Number 236; page 71427).
- F. GBHWC prohibits the use of mechanical device as restraint, including four-point and five-point restraint technique, the prone (face-down) position when restraining a

consumer on a bed and on a person at risk for positional asphyxiation or with contraindication.

G. A debriefing shall be conducted as soon as possible or within 24 – 72 hours following the use of seclusion and restraint.

#### **DEFINITIONS:**

<u>Behavioral Emergency</u>: A situation when a consumer's behavior results in an imminent risk of him/her harming himself/ herself or others, including staff, when less restrictive interventions are not viable, and when safety issues require an immediate response to prevent harm.

<u>Chemical Restraint:</u> A drug or medication use as a restraint to control behavior or restrict the consumer's freedom of movement that is not a standard treatment or dosage for the consumer's medical or psychiatric condition.

<u>Mechanical Restraint:</u> the use of mechanical device, material or equipment attached or adjacent to a consumer's body that he/she cannot easily remove, that restricts freedom of movement, and/or restricts normal access to his or her body.

<u>Five-point Restraint:</u> When a consumer is placed on his/her back and his/her wrists and ankles are strapped to the bed to immobilize the consumer and a strap or cloth device is used to restrict the consumer's midsection.

<u>Four-point Restraint:</u> When a consumer is placed on his/her back and his/her wrists and ankles are strapped to the bed to immobilize the consumer.

<u>Physical Restraint</u>: Any physical contact that immobilizes or reduces the ability of a consumer to have normal access of his/her body (i.e., move his/her arms, legs, body or head freely). The only physical restraint allowed are those techniques taught in the Center's crisis intervention or PCM training.

<u>Seclusion:</u> The involuntary confinement/isolation of a consumer alone in a room/area and the consumer is prevented physically or verbally from leaving that room/area.

<u>Professional Crisis Management (PCM):</u> A staff training curriculum that provides strategies and techniques for safe and effective prevention and physical management of severe aggressive and self-injurious behavior.

Qualified Behavioral Heath Practitioner: A person other than a physician who is certified, licensed, registered or credentialed by a professional association as meeting the educational, experiential, or competency requirements necessary to order a seclusion or restraint. Persons other than a physician who are designated by a program to order seclusion or restraints must be permitted to do so by federal, state, provincial or other regulations.

#### TRAININGS:

All direct service personnel will be trained and certified on Professional Crisis Management (PCM), and be able to recognize and prevent crisis situations, perform crisis de-escalation, crisis intervention, and post-crisis intervention in all of GBHWC program.

#### PROCEDURE:

- A. General Guidelines for Seclusion and Restraint
  - 1. An assessment whether seclusion or restraint can be administered without risk to health and safety of the consumer shall be included in the intake evaluation

- as well as contraindications to be considered prior to the use of seclusion or restraint.
- 2. The most appropriate least restrictive intervention, necessary to protect the consumer and staff from harm shall be use and implemented safely, after deescalation techniques have been exhausted.
- 3. Orders for the use of restraint or seclusion must **never** be written as a standing order or on an as needed basis.
- 4. Simultaneous use of seclusion and restraint is prohibited unless a staff member has been assigned for continual face to face monitoring.
- 5. Consumer shall be continually assessed, monitored and reevaluated. Attention to vital signs, need for meals, liquids, bathing, and use of the restroom is given at least every 15 minutes. As soon as the threat of harm is no longer imminent, the consumer is removed from seclusion or restraint.
- 6. The Psychiatrist, or qualified behavioral health practitioner provides face to face evaluation of the consumer within one (1) hour of the order for seclusion or restraint.
- 7. An order for seclusion or restraint is time limited and does not exceed;
  - a. Adult does not exceed four (4) hours.
  - b. Child and adolescent does not exceed or no more than one (1) hour.
- 8. Orders for renewal may only occur following a face-to face assessment by a qualified behavioral health practitioner. It may be renewed for a total of up to 24 hours.
- 9. After 24 hours, a new order is required following face-to face evaluation by the Psychiatrist or designated qualified behavioral health provider.
- 10. All orders are entered into the medical record of the consumer and signed as soon as possible but not more than two (2) hours after implementation.
- 11. As applicable and permitted, there is documentation that the family or significant other(s), legal guardian, advocate, and or treating practitioner of the consumer is notified as soon as [possible but at least within ten (10) hours of the initial use of seclusion or restraint.

### B. Crisis Stabilization Inpatient Protocol

- 1. Assessment Prior to Initiation of Seclusion and or Restraint
  - a. Upon admission at Crisis Stabilization Inpatient Unit, the Philosophy on the Use of Seclusion and Restraint Form (FAD-07a) shall be explained to the consumer /legal guardian, completed and signed. The original form shall go in the inpatient chart and a copy shall be given to the consumer or legal guardian.
  - b. The Inpatient Advanced Crisis Plan shall be completed, taking note of the medical history to determine whether seclusion and restraint can be administered without risk. Identify contraindications to be considered prior to the use of seclusion and or restraint.
  - c. A registered nurse (RN) shall be notified immediately if any staff observes a consumer who appears to be exhibiting emergent symptoms or any disruptive behavior or any behavior deemed to be potentially dangerous to self or others.
  - d. Verbal intervention and de-escalation technique must first be exhausted and documented prior to the initiation of restraint and or seclusion.
  - e. Staff may suggest, encourage, or request a consumer to take a timeout when the consumer is agitated, irritable, or anxious, and/or disruptive to a group activity and or environment.

#### 2. Obtaining an Order for Seclusion or Restraint.

- a. Each episode of S/R must be initiated in accordance with the order of a Doctor who is responsible for the care of the consumer, and is authorized to order S/R by GBHWC policy.
- b. A Doctor shall order the initiation of seclusion or restraint in the medical record which includes the following:
  - i. Date and Time ordered
  - ii. Type of seclusion and or restraint
  - iii. Maximum duration authorized
  - iv. The reason/rationale for the use of seclusion and or restraint.
  - v. Medication name, dose, route for chemical restraint
- c. RN shall verify that the order for S/R includes the requirements listed above, and shall make clarification if the requirements are not met.
- d. If a Doctor is not present, a telephone order is obtained by a RN and the ordering physician shall sign the Doctors Order for S/R form as soon as possible or within twenty-four (24) hours of the verbal/telephone order.
- e. If a doctor is not immediately available via telephone or in person, a RN may immediately initiate S/R before obtaining the order and shall inform the doctor no later than 15 minutes after initiation.

### 3. Monitoring and assessment of seclusion and restraint

- a. Consumer shall be observed during S/R and monitored every fifteen
   (15) minutes starting no later than fifteen (15) minutes after the initiation of the S/R.
- b. Attention to vital signs and the need for meals, liquids, bathing, and use of the restroom is given to consumer in S/R at least every 15 minutes by authorized personnel.
- c. The RN shall explain the rationale for the use of S/R, including making the consumer aware of the behavior criteria for discontinuation of S/R.
- d. As soon as the threat or harm is no longer imminent, the consumer is removed from seclusion or restraint.
- e. Consumer will be assessed by the Psychiatrist, or qualified behavioral health practitioner within one (1) hour of the order for seclusion or restraint, which included the physical, emotional and psychological wellbeing of consumer.
- f. Immediate medical attention will be provided if any injury was incurred. Any injury shall be reported to the Department of Public Health and Social Services (DPHSS).

#### 4. Debriefing of the consumer and the involved staff

- a. Debriefing is conducted as soon as possible (preferably within 24-72 hours) after the incident.
- b. A documented discussion of the debriefing shall address the following;
  - i. The incident, its antecedents
  - ii. An assessment of contributing factors on an individual, programmatic, and organizational basis
  - iii. The reason for the use of seclusion and restraint
  - iv. The specific intervention used, and the consumer's reaction to the intervention
  - v. Actions that could make future use of seclusion or restraint unnecessary

- vi. When applicable, modifications made to the treatment plan to address issues or behaviors that impact the need to use seclusion or restraint.
- c. The debriefing form shall be completed and placed in the consumer record for review by the consumer's treatment team or clinical provider.

#### C. Residential Recovery Program (RRP)

- 1. RRP staff must notify a registered nurse at the Crisis Stabilization Unit for any consumer crisis in the home that cannot be de-escalated and or any less restrictive method or crisis intervention technique were tried and failed.
- 2. The order for restraint must come from a qualified behavioral health practitioner or PCM certified staff before initiation and application.
- 3. Only a PCM certified staff shall conduct the restraint procedure and follow the same general guidelines, monitoring, and documentation of restraint in Crisis Stabilization Unit.
- 4. Consumer shall be brought to the Main facility within the hour of the order of restraint for assessment of the physical, emotional, and psychological well-being by the Psychiatrist or Registered Nurse as deemed appropriate or on a case to case basis.

#### D. Documentation

- All aspects of the seclusion and restrain episode including the behaviors and events leading up to it, the less restrictive interventions employed, the care provided during the episode and the release from seclusion or restraint are recorded in the electronic medical record.
- 2. Documentation should provide clinical justification for use and document clinical; oversight, including documentation of alternatives nonphysical interventions that were attempted.
- 3. For every seclusion or restraint initiated, staff shall complete the seclusion and restraint form F-AD-07a, F-AD-07b Monitoring Flow Sheet Form and the F-AD-07c Debriefing form.

#### REFERENCE(S):

CARF International . (2017). Non Violent Practices: Seclusion and Restraint. In *CARF Behavioral Health Standards Manual* (pp. 140-147).

Medicare and Medicaid Programs: Hospital Conditions of Participation:Patients' Rights (42 CFR 482.13). (2006, December 8). In *Medicare and Medicaid Programs* (Vol. 71, p. 71427).

### **RELATED POLICY (IES):**

Seclusion and Reduction Plan AD-06

Dealing with Disruptive Assaultive Behavior AD-HS -13; 6/8/2017; Director Rey M Vega

#### **SUPERSEDES:**

Seclusion and Restraint CL-NU-18;7/10/2014; Director Rev M. Vega

### ATTACHMENT(S):

F-AD-07a Philosophy on the Use of Seclusion and Restraint

F-AD-07b Seclusion and Restraint Form

F-AD-07c Seclusion and Restraint Flow Sheet

F-AD-07d Seclusion and Restraint Debriefing Form



FAD-07a revised 2/9/2017

# **GBHWC PHILOSOPHY ON SECLUSION AND RESTRAINT**

Consumer La	ast Name:	First:	M.I.: /
DOB:	MR#:	Admit Date:	Admit Time:
lina' à É Canlu	ains and Destroint (C/I	2)	
	sion and Restraint (S/F oral Health and Wellnes	1) s Center strive to respond to threa	tening or violent behavior of
active listenin esolution as p and there is ir	<ul><li>g. It strives for a restrain preventative measure. I mminent risk of serious h</li></ul>	However, on some occasions when	ique, such as mediation and conflict
		or Prohibited Procedures	and the state of t
ntervention p and others fro ive-point rest	rocedures in a safe man om harm is always utilize	d. It prohibits the use of mechanications) down) position when restraining a c	certified and conducts crisis on necessary to protect the consume al restraint (including four-point and consumer on a bed and on a person
	to Continually Reduce		
osychological prevent, reduce ncluding staff ts performance	harm. It is dedicated to ce, and strive to eliminat training/education. GBH ce. A debriefing is held a discuss what led to the	e the use of S/R through effective	ganizational approach that seeks to performance improvement initiatives S/R in order to monitor and improve ne consumer and staff member an
Seclusion use seclusion is u	associated with non-vic		
		estrained including chemically restractions and consumer with a legal guard	
_l request yo	ou notify the following:	☐ I have a legal guardian (or I am	17 years or younger)
Name:		Relationship:	Contact No.:
My signature l		ut I have read GBHWC's philosophy	on S/R, asked any questions I may
Consumer/L.	G, Printed Name & Sign	ature:	
Vitness: Print	ted Name & Signature: _	· · · · · · · · · · · · · · · · · · ·	Title:
Date:	Time:		



FAD-07a revised 2/9/2017

# GBHWC PHILOSOPHY ON SECLUSION AND RESTRAINT

Consumer La	ast Name:	First:	M.l.:
DOB: MR#:		Admit Date:	Admit Time:
Use of Seclus	sion and Restraint (S/F	<u>n</u>	
consumers the active listening resolution as p and there is in	rough de-escalation tech g. It strives for a restrain preventative measure. H nminent risk of serious h	lowever, on some occasions wher	gaging activities, redirection and ique, such as mediation and conflict
GBHWC direction properties of the contraction of th	et care staff are all Profe ocedures in a safe man m harm is always utilize	<ul> <li>d. It prohibits the use of mechanical down) position when restraining a c</li> </ul>	certified and conducts crisis on necessary to protect the consume al restraint (including four-point and consumer on a bed and on a person a
GBHWC record psychological prevent, reduct including staff its performance	harm. It is dedicated to ce, and strive to eliminate training/education. GBHe. A debriefing is held a discuss what led to the	potential to produce serious conse creating an environment and an or e the use of S/R through effective IWC will collect data on the use of	ganizational approach that seeks to performance improvement initiatives, S/R in order to monitor and improve he consumer and staff member an
Seclusion use seclusion is us	associated with non-vio		
		estrained including chemically rest clude consumer with a legal guard	
☐I request yo	u notify the following:	☐ I have a legal guardian (or I am	17 years or younger)
Name:	F	Relationship:	Contact No.:
	pelow acknowledges that I fully understand the do		y on S/R, asked any questions I may
Consumer/L. (	G, Printed Name & Signa	ature:	
Witness: Printe	ed Name & Signature: _		Title:
Date:	Time:		



### **GBHWC Seclusion and Restraint Form**

Consumer: Name:		DOB:			MR#:			
Admit Date: In		tial episode b		Time				
			· <del>-</del>			······································	<del></del>	
Clinical justification:   Danger to se	elf $\square$	Danger to oth	ers □Ot	hers		<u>:</u>		
Behaviors leading up to S/R (Check al	Behaviors leading up to S/R (Check all the apply)							
Consumer Behavior	/Justifica	ation			Dire	cted at	1	
Behavior	Threat	Attempt	Actual	Self	Peer	Staff	Other	
Threatening with fists, poised to strike								
Charging/lunging/close physically								
Bumping/shoving/grabbing/pinching				*				
Spitting				<u>.</u>				
Throwing objects at people								
Bouncing off walls/pounding doors								
Banging head								
Jumping					9-1			
Ingesting poison/foreign object						50 · es i · i ·		
Cutting/stabbing/striking with object								
Extreme anxiety/agitation								
Tying objects around neck								
Scratching/biting								
Hitting/kicking								
Other:								
Alternatives attempted								
-	· · · · · · · · · · · · · · · · · · ·							
☐ Verbal de-escalation		☐Take a wal						
☐Time-out		☐ Contacted	family/SO					
□Snack/food		□Rest/nap	· · · · · · · · · · · · · · · · · · ·					
□1:1 supervision		□Reduced stimuli						
☐ Journaling/Drawing		□Other:						
		· · · · · · · · · · · · · · · · · · ·						
Contraindication to Seclusion or Rest	raint: (M	ledical Histor	y Reviewe	d)				
□ No		es			L	ist contra	aindication:	
· · · · · · · · · · · · · · · · · · ·								
Intervention Used								
□Physical Restraint: Duration of re	estraint o	r hold:						
☐ Assisted Transportation-1 pe			_ □Sunday	Stroll 🗆 🗅	One Arm V	Vrap Arou	nd)	
☐ Assisted Transportation-2 persons (☐Wrist Triceps ☐Sunday Stroll)								
☐ Immobilization (☐ Vertical			•					
☐ Chemical restraint. Medication:			Dosa	ige:				
□Seclusion Duration:								

F-AD-07b Seclusion and Restraint Form Page 1 of 2



### **GBHWC Seclusion and Restraint Form**

Consumer Education			
□ Explained reason for S/R			
☐Educated consumer on behavior criteria needed to disco	ntinue S/R (exclu	ding chemical)	
Criteria for discontinuation- Check all that apply ( <i>Exclu</i> □ Able to identify and/or discuss alternative coping skills			
☐ Originating behavior, no longer evident			
☐Behavior is in control as demonstrated by:	<u> </u>	<u> </u>	
Other:		<u> </u>	
Family notification			
□No notification □Permission given at intake	☐ 17 years old	d or less /Guardian involved-required	
Attempt 1: Contacted by:			
☐Contact made: Name:		No contact	
Contact made: Name:Attempt 2: Contacted by:			
	_ Date:	Time:	
Attempt 2: Contacted by:	_ Date:	Time:	
Attempt 2: Contacted by:	_ Date: _ □No contact	Time:	
Attempt 2: Contacted by:  Contact made-Name:  Consultation made with  MD RN:  In per Psychiatrist/Physician:	Date:  No contact  Son □Phone Date:	Time:  □Left Voicemail  □Not applicable Time:	_
Attempt 2: Contacted by:  Contact made-Name:  Consultation made with  MD RN:  In per	Date:  No contact  Son □Phone Date:	Time:  □Left Voicemail  □Not applicable Time:	_
Attempt 2: Contacted by:	_ Date: No contact  rson	Time:  Left Voicemail  Not applicable Time: Time:	
Attempt 2: Contacted by:  Contact made-Name:  Consultation made with  MD RN:  In per Psychiatrist/Physician:	_ Date: No contact  rson	Time:  Left Voicemail  Not applicable Time: Time:	



# **GBHWC Seclusion and Restraint Flow Sheet**

		DOB: Date of S/R: Time initiated: _		MR#:		
				:Time F	Ended:	
			<del></del>			
□Phys	Assisted Transp Assisted Transp	Duration of restraint of portation-1 person (□Wriportation-2 persons (□Wriportation-2 persons (□Wriportation-1	st Triceps □Sunda ist Triceps □ Sunda	•	Wrap Around)	
□ Cher	nical restraint. M	ledication:		Dosage:		
Note: (		history. VS shall be chemeals, liquids, a bath and			herwise observed	
Time		Face to Face	Observation			
	Vital signs breathing pattern	Activitio		Needs, assessed and provided	Readiness for Release	
.00	pattern					
.15						
.30						
.45						
1.00						
1.15 1.30						
1.45						
				·		
Staff N	ame	Ti	tle:	_ Signature:	·	
Staff N	ame	Ti	tle:	_ Signature:		
Registe	red Nurse:	S	ignature:	Dat	e:	
Lead	Provider:		Signature:		Date	
Psychia		S	Sionature:	Da	te:	



# ${\bf Seclusion} \ \& \ {\bf Restraint} \ {\bf Debriefing} \ {\bf Form}$

Consumer: Name:		Г	ЮВ:	MR#	<u> </u>	
Admit Date:		_ Date of	S/R:	٠,	Debriefi	ng Date
				•	<del></del>	,
Brief	Summary		of	the		Incident:
<del>- ```</del>						
· · · · · · · · · · · · · · · · · ·			<u></u>	·		
Antecedents/	events	leading	up	to	the	Incident:
	and the second s					
		<u>:</u>				
Assessment of Co	ntributing Factor	s:				
		.,				•
Reasons for the U	se of Seclusion an	d or Restraint:	☐ Danger to	self □Dang	er to others	
□Other reasons					·	<del></del>
	<u> </u>					
Specific Intervent	ion Used:					
□Physical Restrain		f restraint or hol	·			
	ransportation-1 pe		-	•	e Arm Wrap A	round)
	ransportation-2 pe			y Stroll)		
	ation (□Vertical □					
☐ Chemical restrai			L	osage:		
☐ Seclusion Dura	auon					
Consumers reacti	on, experienced,	and or his/her	perspective:	(What led up	to the incider	nt, do you
think y	ou ne	eded	to	be	in	S/R?)



# Seclusion & Restraint Debriefing Form

	····					<del></del> ,		
· .								
			* * * * * * * * * * * * * * * * * * * *					
Actions	that	could	make	future	use	of	S/R	unnecessary
What coul	d you have	e done diffe	rently to pro	event yourse	lf from be	ing restr	rained or s	secluded.
								· · · · · · · · · · · · · · · · · · ·
		applicable).						to use seclusion
		-,					· · · · · · · · · · · · · · · · · · ·	
	<u> </u>	<del></del>					<del></del>	
Debriefing	g conducte	d by:						
Psvchiatri	st:							
Registered	l Nurse: _							
		:						

SECETVED BY

# GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER REVIEW AND ENDORSEMENT CERTIFICATION

10 0 40 9: 52 2018 APR 16 AM 9: 52

MELLNESS

The signatories on this document acknowledge that they have reviewed and approved the following:

Submitted by: Cydsel Toledo

Policy No: AD-07

[ ] Bylaws	Title: Seclusion and Restraint Policy					
[v] Reviewed	Date	Signature				
[ ] Endorsed	04/09/18	Jelyl				
Title	Name Title	Jeremy Lloyd Acting Nurse Administrator				
[ ] Reviewed	Date	Signature				
[ ] Endorsed	4/13/18	Athinela				
	Name Title	<sup>V V</sup> Shermalin Pineda				
Title	<b></b>	Residential Recovery Program Manager				
[ ] Reviewed [ ] Endorsed	Date	Signature				
[ ] Endorsed	04.12.18	Annie Unpingco				
	Name Title	/ Annie Uhpingco				
Title		CASD Administrator				
[ ] Reviewed	Date	Signature				
[ ] Endorsed	4/13/18	Keni R. Grit				
	Name Title	Reina Sanchez				
Title		Clinical Administrator				
[ Reviewed	Date	Signature				
[ ] Endorsed	04/09/18	Inl Namuel				
	Name Title	Dr. Ariel Ismael				
Title		Medical Director				
[ ] Reviewed	Date	Signature				
[ ] Endorsed		Rem J APR 1 6 2018				
	Name Title	0Rey M <b>y</b> ega				
Title		Director				

[x] Policies and Procedure

[ ] Protocol/Form